



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON SCHWEINFURT
DIRECTORATE OF PUBLIC WORKS
UNIT 25850, BOX 40
APO AE 09033

IMEU-SWF-PW

23 October 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standing Operating Procedures (SOP) for Fall Leaf Pick-up

1. PURPOSE: To establish responsibilities and procedures for leave removal within the Schweinfurt Military Community.
2. GENERAL: The fall leaf pick-up schedule begins on 01 October and continues throughout the fall. Once the majority of the leaves has been removed DPW supported leaf pick-up is discontinued, typically mid December.
3. APPLICABILITY: These procedures apply to all assigned personnel and tenant organizations in the USAG Schweinfurt.
4. RESPONSIBILITIES:

a. Government Owned Army Family Housing: Residents of Askren Manor and Yorktown Village are responsible for raking and bagging their own leaves. Residents must put the leaves into brown paper leaf bags. The full paper leaf bags are to be placed on the curb for pick-up. The brown paper leaf bags are available at the DPW Self-Help Store in Schweinfurt and the Askren Manor Recycle Center. DPW will not pick up leaves or any other garden waste in plastic bags. DPW picks up brown paper leaf bags every Monday, Wednesday, and Friday (except on holidays) at Askren Manor from 0800 to 1200 hours and at Yorktown Village from 1300 to 1500 hours.

b. Leased and Private Rental Housing: Residents of these areas are responsible for raking and bagging their own leaves. Additionally, there are several other options on these areas for yard waste disposal.

(1) Bring clippings and leaves to a local community recycle point.

(2) Bring clippings and leaves to a local community leaf collection point.

This Standing Operating Procedure memorandum supersedes Standing Operating Procedure, dated 7 March 2007, and remains in effect until rescinded.

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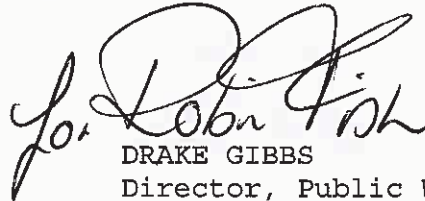
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(3) Place clippings and leaves in brown biodegradable containers (if still available in your community).

(4) Bring clippings and leaves in brown paper leaf bags to the Askren Manor Recycle Center or the Main Recycle center on Conn Barracks.

c. Ledward, Conn Barracks: DPW is responsible for raking leaves in its areas of responsibility according to the "Police and Grass Cutting Plan".

5. Point of Contact for this SOP is DPW, Chief O&M Division, DSN 354-6865 or Roads and Grounds at DSN 354-6451 or 354-6237.

A handwritten signature in black ink, appearing to read "Dr. Drake Gibbs", is written over the typed name and title.

DRAKE GIBBS
Director, Public Works

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